

# Department of Regulation & Licensing

## State of Wisconsin

(608) 266-7482

TTY# (608) 267-2416]-hearing or speech

TRS# 1-800-947-3529 impaired only

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FAX #: (608) 266-2264

### DIVISION OF ENFORCEMENT

### COMPLAINT FORM

#### COMPLETION OF THIS FORM IS VOLUNTARY

Your Name (First, Middle, Last)		Complaint Against	
Address		Profession	
City	State	Zip	
County	Area Code	Home Phone #	
	( )		
Date of Birth	Area Code	Work Phone #	
	( )		
		City	State Zip
County	Area Code	Phone #	
	( )		

**PLEASE NOTE: SEE PAGE 3 FOR IMPORTANT INFORMATION AND A LIST OF THE PROFESSIONS, OCCUPATIONS, ACTIVITIES AND BUSINESSES REGULATED BY THE DEPARTMENT OR BOARDS ATTACHED TO IT.**

1. When did the incident occur? If you do not know the exact date, make as close an estimate as possible.

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2. Did the incident occur in a facility, private office, home, etc.? Provide specific names and addresses of each place involved in the incident.

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3. Have you spoken to the person about your complaint? \_\_\_\_Yes \_\_\_\_No. If yes, what was his/her response?

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4. Who else has information related to this incident? Provide names, addresses, and phone numbers for those persons.

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**[PLEASE BE SURE TO SIGN YOUR NAME ON THE REVERSE SIDE OF THIS FORM AND DATE IT]**

**State of Wisconsin Department of Regulation & Licensing**

5. Describe the incident you are complaining about. Include as much specific information as possible.

**ATTACH COPIES OF ANY DOCUMENTS RELEVANT TO THE INCIDENT.** (NOTE: IT IS VERY IMPORTANT TO KEEP ALL MATERIAL RELATED TO THIS COMPLAINT SUCH AS BILLINGS, PERSONAL NOTES, PILL BOTTLES OR OTHER MATERIALS).

[illegible]

**SIGNATURE (First, Middle, Last)**

DATE FORM SIGNED \_\_\_\_\_

# State of Wisconsin Department of Regulation & Licensing

## GENERAL INFORMATION

Staff in the Division of Enforcement of the Wisconsin Department of Regulation and Licensing investigate, and when appropriate, prosecute complaints against persons, organizations and business establishments regulated by the department and the regulatory boards attached to it. (A list of the groups regulated appears below). The boards and department establish and enforce standards of professional conduct for licensed persons and businesses and ensure that other persons are not practicing those occupations or professions and operating businesses unless licensed. **The department and boards generally have the authority to reprimand a licensee, suspend or revoke the license of a licensee, limit the licensee's license or dismiss the complaint. Some boards can make additional determinations. The department and boards do not have the authority to award monetary damages or compel corrective actions, as these are primarily court functions.**

This form is provided as a convenient means to submit the facts necessary to initiate an investigation. Your complaint will be reviewed to determine whether there appears to be a violation of the law or rules enforced by the appropriate board or the department. **If the matter is investigated, it is likely that all persons with information about the case, including the person about whom you are complaining, will be contacted.** Once the investigation is complete, a decision will be made as to an appropriate course of action to take. The case may be closed or formal disciplinary action may be commenced against the person about whom you are complaining. If the latter action is taken, there will likely be a hearing before either the relevant board or an administrative law judge. In any event, both the person making the complaint and the person against whom the complaint is made will be advised of the action taken in the case. **Under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after board or agency action is completed.**

Sec. 440.20(2), Stats., provides: "Any person who in good faith testifies before the department or any examining board or otherwise provides the department or any examining board with information concerning possible unprofessional conduct, negligence in treatment or any other violation by a person holding a license, permit, certificate or registration issued by the department is immune from civil liability for his or her acts or omissions in testifying or otherwise providing such information."

If you have any questions about this form or the procedure that will take place, please contact the department staff at (608) 266-7482.

### **The following professions, occupations, activities and businesses are regulated by the boards and department:**

Accountants-Certified Public Accountants and Firms	Land Surveyors
Acupuncturists	Landscape Architects
Aestheticians and Aesthetician Establishments	Manicurists and Manicuring Establishments
Animal Technicians	Marriage and Family Therapists
Appraisers-Licensed-General and Residential Real Estate	Massage Therapists and Body Workers
Architects	Music, Art and Therapists
Architectural and Engineering Corporations	Nurse-Midwives
Auctioneers and Auction Companies	Nurses-Licensed Practical
Audiologists	Nurses-Registered
Barbering and Cosmetology Establishments	Nursing Home Administrator
Barbering and Cosmetology Managers	Occupational Therapists and Therapists Assistants
Barbering and Cosmetologist Practitioners	Optometrists
Boxing Clubs and Exhibitions	Pharmacies
Cemetery Preneed Sellers	Pharmacists
Cemetery Salespersons and Authorities	Physical Therapists
Charitable Organizations	Physicians (doctors of medicine and osteopathy)
Chiropractors	Physician's Assistants
Dental Hygienists	Podiatrists
Dentists	Private Detectives and Agencies
Designers of Engineering Systems	Private Practice School Psychologists
Dietitians	Private Security Persons (Security Guards)
Drug Distributors and Manufacturers	Professional Counselors
Electrologists and Electrology Establishments	Psychologists
Engineers-Professional	Real Estate Brokers, Corporations and Partnerships
Fund Raising Counsel	Real Estate Salesperson
Fund Raisers-Professional	Respiratory Care Practitioners
Funeral Directors	Schools and Instructors of Barbering, Cosmetology,
Funeral Establishments	Aesthetics, Electrology and Manicuring
Geologists-Professional	Social Workers
Hearing Aid Instrument Specialists	Soil Scientists
Home Inspectors	Speech Language Pathologists
Hydrologists	Time-Share Salespersons
Interior Designers	Veterinarians